

The Completion of Job Safety Analysis

A Job Safety Analysis (referred to as a JSA) is a tool to assist in insuring that a task is performed safely. The JSA sheet is a summation of all the individual acts involved in a task and the analysis of each act. When completed, the JSA is an excellent training aide and an easy reference. The following are the basic steps involved in completing a JSA.

1. If possible, JSAs should be completed by an employee who performs or oversees the task being analyzed. In lieu of this, the person writing the JSA will seek out the employees who perform the task and base it on their comments and observations.

2. The task to be analyzed should be broken down into the individual acts that are involved.
For Example:

Fixing a cup of coffee would entail:

- a. Going to the coffee maker
- b. Reaching for a cup
- c. Picking up the coffee pot and pouring the coffee into the cup
- d. Adding milk and sugar
- e. Going back to desk

3. Next, analyze what are the possible sources of injuries/accidents involved with each step.
For Example:

- a. Tripping or slipping on the way to the coffee maker
- b. Scrapping hand against forks or knives stored near cups
- c. Hand contacting hot coffee or pot
- d. Spilling milk or sugar onto table top or floor
- e. Same as "a" and also spilling hot cup of coffee

4. For each step analyze what factors would contribute to each hazard.
For Example:

- a. Slippery floor, items on floor, water or fluid on floor
- b. Knives and forks stored near forks
- c. hot coffee, hot pot
- d. milk or sugar
- e. Same as "a" and also hot coffee

5. Determine what type of injury/accidents these factors may cause.
For Example:

- a. Contusions, bone fractures (from slipping or tripping)
- b. lacerations
- c. Burns
- d. slipping hazard

e. Same as “a” and also burns

6. Now, determine how the task is to be performed by eliminating or negating the hazards:
Example:

- a. Be aware of the condition of the floor. Look for wet spots.
- b. If forks and knives are stored near cups, move to a safer location.
- c. Use care when pouring coffee, and do not overfill cup.
- d. Clean up any spilled milk or sugar so as not to create a slipping hazard.
- e. Same as “a” and also partially empty cup if over filled, only handle amount of coffee which
can be transported safely.

7. Combine steps onto a JSA sheet .

8. When JSAs are being completed, prior accidents and near-misses should be taken into account.

Hazard elimination should be based on the experience of workers performing the task.
For example:

A coffee pot burst when the empty pot was placed on a working heating pad.

A step is added to the JSA (i.e.: if the last cup is removed from pot turn heater off and under hazard elimination, explain why).

9. Have employees who perform the task review and comment on JSA. Make appropriate changes.